BPAM 64-0724

28 AUG 1964

MEMORANDUM FOR: Deputy Director (Plans)
Deputy Director (Intelligence)
Deputy Director (Science and Technology)
Deputy Director (Support)

SUBJECT: Quarterly Economy Reports

References: Action Memoranda A-411 and A-319

1. Recently all Directorates were provided copies of the Presidential admonitions to Agency Heads on the subject of economy. Action Memorandum A-411 from the Director outlined his policies in support of these directives.

2. In this regard I am advised by the Bureau of the Budget that the President will continue to expect quarterly reports on the Agency economy efforts. The next such report is due 20 September 1964. This report will no doubt be used in part in the Bureau's review of our Fiscal Year 1966 budget and manpower submission due 30 September 1964. The Director has also charged the DDCI and the Executive Director-Comptroller in Action Memo A-411 with preparing quarterly reports to him on economy actions. One quarterly submission can serve both requirements.

3. Accordingly, it is requested that your Directorate establish a systematic quarterly report on steps taken to effect economy in manpower and dollars. This report should be forwarded to the Executive Director-Comptroller through O/BPAM by the fifth day of the month following the end of each calendar quarter. Because of the President's 20 September date, however, I will have to ask that the first such report be submitted by close of business 14 September.

4. I would appreciate your advising me of the officer in your Directorate responsible for preparing and/or assembling your report so that we may discuss report content and emphasis. Mr. [   ] 25X1 extension [   ] is the BPAM officer responsible for coordinating your submissions and preparing the Agency report to the Bureau of the Budget.

[   ] 25X1

John M. Clarke
Director of Budget,
Program Analysis and
Manpower

25X1